

May 2, 2003

«Mrs» «First_Name» «Last_Name», «Designation»
«Title»
«Company»
«Address»
«City», AZ «Zip»

RE: Flood Control District CIP Prioritization Procedure For Fiscal Year 04-05

Dear «Mrs» «Last_Name»:

We are preparing to implement the FY 04/05 *Procedure for Identifying and Prioritizing Potential Five-year Capital Improvement Program (CIP) Projects*. Again, this year we are asking that you submit any requests for planning or floodplain studies that your municipality or agency would like us to consider for inclusion in a future Planning and Floodplain Delineation Program Budget. Any project your agency or municipality wishes to submit for consideration must be received by July 18, 2003. Please provide seven (7) copies of the submissions for each project or study that you are requesting. A copy of this year's CIP Prioritization Procedure Schedule is enclosed.

The results of the FY 03/04 Procedure and a complete discussion of the Prioritization Procedure can be reviewed on the District's web site <http://www.fcd.maricopa.gov/Neighborhood/CIP/Prioritization/>. Again, this year we are also requesting that the Letter of Intent (LOI) form be filled out and signed by the senior manager responsible for submitting the request. This will assist the District staff in preparing future project MOUs and IGAs and give us an idea when your project funding may be available. Please reproduce copies of the enclosed LOI form for each project that you submit.

The Prioritization Procedures reflect the District's commitment to a balanced approach to flood control, working with our municipal and agency partners, that includes a number of evaluation criteria:

- Submitting agency priority;
- Master plan element;
- Hydrologic/hydraulic significance;
- Level of protection;

- Area protected;
- Environmental quality;
- Area-wide benefits;
- Total project costs;
- Level of partner(s) participation;
- Operation and maintenance costs; and,
- Operation and maintenance responsibility.

Proposals for new projects should be formatted to address the eleven evaluation criteria described in the Procedure document. It is strongly suggested that proposals be submitted with a sufficient level of detail so that the Evaluation Committee can make informed decisions, particularly in cases where the proposals will involve significant District expenditures. Project proposals that explicitly address each of the evaluation criteria in a quantitative manner and that provide detailed project maps, diagrams and/or other visual plans will be more favorably reviewed. In the past, several potentially viable projects have been rejected on the basis that inadequate information was provided in the submission and the Evaluation Committee was unable to properly evaluate the benefits and costs associated with these projects. Please note that District staff are always happy to provide guidance on the preparation of proposals that meet the information requirements of the Evaluation Committee.

Project proposals not recommended for action in previous years may be resubmitted during this (FY 04/05) review period, but it is strongly suggested that agencies consult with District staff and make changes before resubmitting. Agencies or municipalities with project proposals that have previously been recommended for inclusion in the District's CIP should reconfirm their priority. Please contact Mr. Dick Perreault at rgp@mail.maricopa.gov or 506-4774, Ms. Kelly Presson at klp@mail.maricopa.gov or 506-4489, or me at 506-4703 with any questions concerning the Prioritization Procedure.

Enclosed is an invitation to attend an informal workshop to be held at the District at 1:00 p.m. on Tuesday, May 13, 2003. I hope either you or a representative will be able to attend. The purpose of the workshop is to discuss our Prioritization Procedure, our proposed FY 04/05-08/09 Five-Year CIP and answer your questions.

Sincerely,

Russell Miracle, P.E.
Planning & Project Management Division Manager

Enclosures:

FY 04/05 CIP Prioritization Procedure Schedule
FY 04/05 CIP Prioritization Procedure LOI
Workshop Invitation